



## DODGE COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Policy # 217	Approval Date: 8/5/2014
Policy Title <b>Uniform Allowance</b>	Effective Date: 8/5/2014
	Revision Date(s): 1/1/2017; 11/7/2017

Dodge County provides a uniform allowance to Sheriff's Office Sworn employees in accordance with labor contract language. A uniform allowance is also provided to Sheriff's Office Non-sworn employees and to Highway Department employees who are classified as Mechanics and Welders, in accordance with this policy. Acceptance of a uniform allowance by an employee is considered acknowledgement of and acceptance of the terms of this policy.

### **Sheriff's Office Non-sworn Employees**

Each regular employee receives an annual cash allowance of \$425.00 for the purchase of uniforms.

Newly hired employees receive a proration of their first calendar year's uniform allowance at the time of hire, as well as an initial uniform purchase allowance of \$200.00.

The uniform allowance is intended to be used for replacement, repair and dry cleaning caused by normal wear, but not for replacement and/or repair of County owned leather goods and equipment. If an employee's uniform, equipment or personal belongings are damaged, broken or destroyed in the course of his/her duties, these articles will be repaired or replaced by the County at their value when purchased at no cost to the Employee if the item is turned in to the County. The cost of repair or replacement will not to be deducted from the employee's uniform allowance.

The value of watches is limited to \$40.00 and glasses are limited to \$100.00. Cosmetic and jewelry items are not eligible for reimbursement.

If an Employee terminates employment during the year, the uniform allowance is prorated and the employee must repay to the County the difference between the prorated amount and the actual amount received. Repayment will be through payroll deduction when possible.

Employees will be responsible for any issued items and must return them to the County upon termination of employment.

### **Highway Department Mechanics and Welders**

In a two year period Highway Department mechanics and welders will be furnished with a maximum of 10 pairs of coveralls; other Highway Department employees will be furnished with 3 pairs of coveralls in a 2 year period. Any additional pairs of coveralls are to be paid for by the Employee.

Dodge County will provide for a 75% annual shoe reimbursement allowance to Highway Department employees for approved footwear, up to a maximum of \$100.00, which will be reimbursed to the employee upon presentation of an approved paid receipt.

Additionally, Dodge County will allow for an annual reimbursement to Highway Department employees of up to \$125.00 per year for approved prescription safety glasses, if needed, upon presentation of an approved paid receipt.

If an Employee terminates employment or retires during the calendar year and the employee has submitted and been reimbursed for a shoe or safety glass allowance, the allowance for shoe and safety glasses will be prorated and the employee must repay to the County the difference between the prorated amount and the actual amount received. Repayment will be through payroll deduction when possible.